



**CITIZEN PARTICIPATION**

**FOR DEVELOPMENT APPLICATIONS**

***RESOURCE PACKET***

April 2003

**For more information, visit our web site at:**

**<http://www.cityofmesa.org>**

**[Select “Development Procedures & Citizen Participation”]**

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## ***Introduction***

Citizen Participation Plans and Citizen Participation Reports are required for various types of applications (see below).

Citizen Participation Plans are due at the time the application is submitted and say what you are going to do regarding citizen contacts. (see example in this packet)

Citizen Participation Reports document the results of carrying out the plan. (see example in this packet)

Citizen Participation Plans and Reports are required for:

- Rezoning
- Site Plan Review
- Site Plan Modification
- Council Use Permits
- General Plan Amendments

These do not include, unless otherwise required:

- Design Review
- Subdivision Review
- Preliminary Plat Review
- Annexations
- Administrative Approvals

[Note that variances, special use permits and redevelopment area actions also require citizen participation, but follow different guidelines]

## ***Citizen Participation Ordinance (Mesa Zoning Ordinance 11-18-15)***

(a) **Citizen Participation Plan** - Every application that requires a public hearing in accordance with this chapter, shall be accompanied by a citizen review process that is evidenced by a citizen participation plan and actions that include the following:

1. A contact list or method for notifying adjacent landowners and other potentially affected citizens of the proposed action, that shall include, but is not limited to:
  - A. For applications regulated by section 11-18-8 of the zoning ordinance, property owners, within the public hearing notice area required by that section,
  - B. Residents, registered neighborhoods and homeowners associations that may be impacted as a result of the application, and other neighborhood entities identified by the city,
  - C. Interested parties which have requested that they be placed on a contact list for this application, and
  - D. Interested parties that have been identified by the city.
2. A general description of how interested persons and or those on the contact list may receive information and updates on the project, such as newsletters, mailings, and meetings,

3. A general description of how interested persons, including those on the contact list will be provided an opportunity to discuss the proposal with the applicant, such as neighborhood meetings, phone contacts, or door-to-door visits;
4. The applicant's proposed schedule for implementation of the citizen participation plan;
5. How the applicant plans to keep the city informed on the status of the implementation of its citizen participation plan, such as providing staff copies of notices prior to meetings with citizens, and contact lists used to notify interested parties.

**(b) Citizen Participation Report**

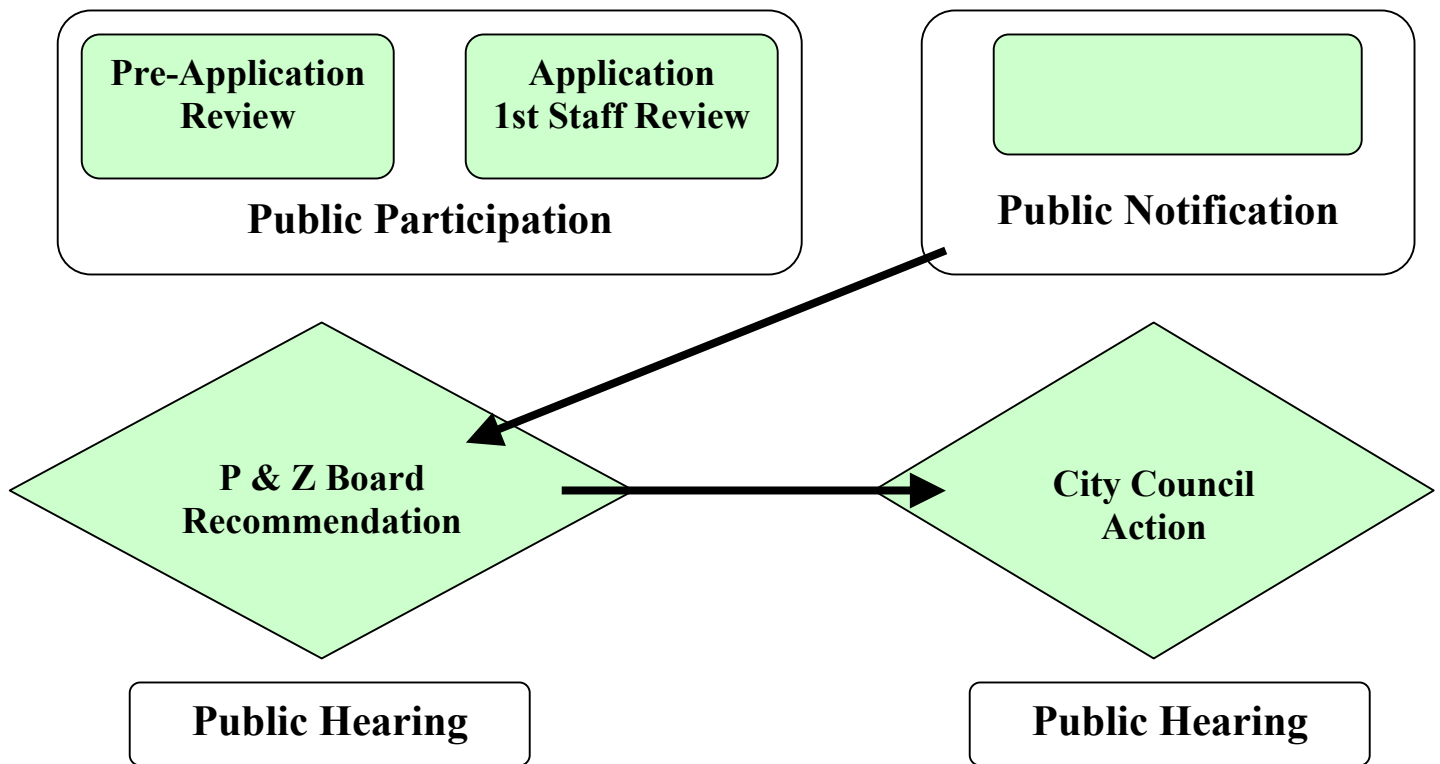
1. Applicants shall provide a written citizen participation report on the results of implementing their citizen participation plan at least ten (10) working days prior to the first scheduled public hearing. The citizen participation report shall include the following information:
  - A. A summary of neighborhood meetings, if held, including when and where they were held, number in attendance (copies of sign-in sheets), and results achieved at the meeting(s);
  - B. A summary of citizen concerns, issues and problems expressed during the citizen participation process, and how these have been addressed through changes or stipulations to the project; and
  - C. Copies of comment letters, petitions, and other pertinent information received from residents and other interested parties.
2. The city of mesa staff may apply the citizen participation guidelines, resolution 7283 (adopted November 2, 1998) as needed to meet the requirements of this section.
3. The requirements in this section apply in addition to any notice provisions required elsewhere in this zoning ordinance, or by state statute.
  4. Failure to comply with the citizen participation provisions of this section may result in postponement, rescheduling or denial of an application.

***Helpful Hints***

Here are some helpful hints in putting together a successful Citizen Participation Plan and Report:

- (a) Start to develop the Citizen Participation Plan immediately after the Pre-Submittal meeting. Use the example the Citizen Participation Plan in this packet as a format.
- (b) Note that Citizen Participation and Property Owner Notification are two separate requirements. Do not limit citizen contacts to property owners within 300 feet, always consider the neighborhoods residents directly or indirectly impacted.
- (c) Always include Registered Neighbors, at least those within ½ mile (use attached map).
- (d) If the application is for family oriented housing, include the appropriate school district on the contact list.
- (e) If there are many residents within 1,000 feet of the site, or there are potential impacts to the area, hold at least one neighborhood meeting. Give contacts at least a full week notice prior to holding the meeting. Hold the meeting within a half-mile of the site if possible. Have sign-in sheets at meeting and have someone take notes. Always invite City of Mesa staff to the neighborhood meetings.

## Application Process and Citizen Participation



For the purposes of this Planning and Zoning applications, Citizen Participation occurs in three parts :

- I. Citizen Participation Plan (due with application) and Report (due with second submittal)
- II. Property Owner Notification - 300 feet (starts at second submittal)
- III. Public Hearings (Planning and Zoning Board and City Council)

This brochure only deals with Part I:

- Citizen Participation Plan (how you will to involve citizens), and
- Citizen Participation Report (the results of implementing the plan).

### ***Handy Resource Numbers***

Main Planning Office Number .....(480) 644-2385  
Neighborhood Outreach Office ..... (480) 644-4067  
Mesa School District ..... (480) 472-0000  
Gilbert School District ..... (480) 497-3300

### ***Handy Resource Web Sites***

City of Mesa ..... [www.cityofmesa.org](http://www.cityofmesa.org)  
Arizona Department of Commerce .....[www.cc.state.az.us/corp/.htm](http://www.cc.state.az.us/corp/.htm)  
Mesa School District ..... <http://www.mpsaz.org/main2/>  
Gilbert School District..... <http://gilbert.k12.az.us/>

## [Citizen Participation Plan Example]

### **Citizen Participation Plan for Maroon Subdivision**

**Date:** July 14, 2004

**Purpose:** The purpose of this Citizen Participation Plan is to inform citizens, property owners, neighbor associations, agencies, schools and businesses in the vicinity of the site of an application for the Maroon Subdivision. This site is located at 1234 East Red Street west of the southeast corner of Red and Green Streets and is an application for the rezoning of 25 acres from AG to R1-6 for the single family housing units. This plan will ensure that those affected by this application will have an adequate opportunity to learn about and comment on the proposal.

**Contact:**

John Rustbrown  
1232 E. Purple Lane  
Phoenix, Arizona 85500  
(602) 555-1212; (602) 555-1213 (FAX)  
email: gray121@yellow.com

**Pre-application Meeting:** The pre-application meeting with City of Mesa planning staff was held on September 8, 2002. Staff reviewed the application and recommended that adjacent residents, Mesa School District and nearby registered neighborhoods be contacted.

**Action Plan:** In order to provide effective citizen participation in conjunction with their application, the following actions will be taken to provide opportunities to understand and address any real or perceived impacts their development that members of the community may have.

1. A contact list will be develop for citizens and agencies in this area including:
  - All registered neighborhood associations within one mile of the project.
  - Homeowners Associations within one half mile of the project.
  - Interested neighbors – focused on 1,000 feet from site, but may include more
  - Mesa Public School District in writing, with copies to the Blue High School, Pink Jr. High and Brown Elementary School, who may be affected by this application.
2. All persons listed on the contact list will receive a letter describing the project, project schedule, site plan and invitation to a series of two neighborhood meetings to be held at Pink Jr. High.
  - The first meeting will be an introduction to the project, and opportunity to ask questions and state concerns. A sign-in list will be used and comment forms provided. Copies of the sign-in list and any comments will be given to the City of Mesa Planner assigned to this project.
  - The second meeting will be held two weeks later and will include responses to questions and concerns of the first meeting. A sign-in list and comment cards will copied to the City of Mesa Planner.
3. Neighborhood Associations, Homeowners Associations and Neighbors within 1,000 feet of the site will be called by telephone to inform them personally of the project and receive comments.
4. Presentations will be made to groups of citizens or neighborhood associations upon request.

[All materials such as sign-in lists, comments, and petitions received are copied to the City of Mesa]

**Schedule:**

Pre-application meeting – September 8, 2004  
Initial phone calls and door to door visits done – September 15, 2004  
First neighborhood meeting - October 7, 2004  
Application Submittal – October 12, 2004  
Second neighborhood meeting – October 21, 2004  
Submittal of Citizen Participation Report and Notification materials – November 21, 2004  
Planning and Zoning Board Hearing – December 21, 2004

## [Citizen Participation Report Example]

### Citizen Participation Report For Maroon Subdivision Case # Z04-XXX

**Date of Report:** Nov. 21, 2004

**Overview:** This report provides results of the implementation of the Citizen Participation Plan for Maroon Subdivision. This site is located at 1234 East Red Street west of the southeast corner of Red and Green Streets and is an application for the rezoning of 25 acres from AG to R1-6 for 100 single-family housing units. This report provides evidence that citizens, neighbors, public agencies and interested persons have had adequate opportunity to learn about and comment on the proposed plans and actions addressed in the application. Comments, sign-in lists, petitions, letters, summary sheets, and other materials are attached.

**Contact:**

John Rustbrown  
1232 E. Purple Lane  
Phoenix, Arizona 85500  
(602) 555-1212; (602) 555-1213 (FAX)  
email gray121@yellow.com

**Neighborhood Meetings:** The following are Dates and locations of all meetings where citizens were invited to discuss the applicant's proposal [comments, sign in lists and other feedback are attached];

1. 10/7/04 - Green Neighborhood Center, 234 E. Red Street, 7 P.M. to 8 P.M. – 45 citizens in attendance
2. 10/21/04 - Golden School, 840 E. Red Street, 8 P.M. to 9:30 P.M. – 1 School Representative, 0 citizens

**Correspondence and Telephone Calls:**

1. 1st letters mailed to contact list (150), including homes, apartments, HOAs, schools and Neighborhood Associations on 9/29/04 (see attached list and example of materials mailed)
2. 2nd letters mailed to 200 on contact list on October 12, 2004 (see attached list and examples)
3. Project published in the "Rainbow News" newspaper on October 1, 2004 (see attached)
4. Meeting notice mailed to 200 on contact list on October 1, 2004. (see attached)
5. Newsletter sent to 200 and hung on 50 doors. (see attached)
6. October 15, 2004 Petition of Support – 25 signatures of adjacent neighbors (see attached)
7. October 15, 2004 Questionnaire – 30 persons (see attached results)

**Results:**

There are 225 persons on the contact list as of the date of this Citizen Participation Report (see attached)

**1. Summary of concerns, issues and problems:**

- Increased traffic in adjacent neighborhood
- Impact on schools
- Increased noise
- Increase of light pollution

**2. How concerns issues and problems were addressed:**

- Traffic will be routed to arterials more directly to avoid impact to neighborhood
- Streetlights will be low glare sodium type
- School indicates that new students will be accommodated in nearby schools
- These improvements will be written in the stipulations (see attached stipulations)

**3. Concerns, issues and problems not addressed and why:**

- Applicant is unable to control noise pollution
- Some increased traffic may be expected, but easily handled by existing roadway levels of service



## **Citizen Participation Guidelines**

*[These guidelines are used to assist in the implementation of the Citizen Participation Ordinance at the discretion of the City of Mesa]*

### **Pre-Application**

Prior to application for any variance, Special Use Permit, rezoning, Code amendment, site plan review, site plan modification, Council Use Permit, or any other review or permit process requiring a public hearing, a pre-application conference with the Community Development Department staff will be required. The purpose of the pre-application conference is to:

- A. Determine application requirements and familiarize the applicant with the review process and procedures;
- B. Identify land use and development policies which may affect the outcome of the request;
- C. Provide a cursory technical review at a conceptual stage and ensure compliance with all applicable on-site and off-site development requirements; and
- D. Identify the requirements for a Citizen Participation Plan.

### **Citizen Participation Plan**

- A. Every application which requires a public hearing shall include a Citizen Participation Plan which must be implemented prior to the first public hearing.
- B. The purpose of the Citizen Participation Plan is to:
  1. Ensure that applicants pursue early and effective citizen participation in conjunction with their application, providing the applicant with an opportunity to understand and address any real or perceived impacts their development may have on the community;
  2. Ensure that citizens, property owners, and neighbors have an adequate opportunity to learn about applications that may affect them and to work with applicants to resolve potential concerns at an early stage of the process; and
  3. Facilitate ongoing communication between the applicant, interested citizens and property owners, and City staff, throughout the application review process.
- C. The Citizen Participation Plan is not intended to produce complete consensus on all applications, but is intended to encourage applicants to be good neighbors and to allow for informed decision-making.
- D. At a minimum, the Citizen Participation Plan shall include the following information:
  1. Which residents, property owners, interested parties, political jurisdictions and public agencies may be affected by the application;
  2. How those interested in, and potentially affected by, an application will be notified that such application has been made;
  3. How those interested and potentially affected parties will be informed of the substance of the change, amendment, development, or other action proposed by the application;
  4. How those affected or otherwise interested will be provided an opportunity to discuss the proposal with the applicant and express any concerns, issues, or problems they may have with the proposal in advance of the public hearing;

5. The applicant's schedule for completion of the Citizen Participation Plan; and
  6. How the applicant will keep the Community Development Department informed on the status of their citizen participation efforts.
- E. The level of citizen interest and area of involvement will vary depending on the nature of the application and the location of the site. The target area for early notification will be determined by the applicant after consultation with the Planning Division. At a minimum, the target area shall include the following:
1. Property owners within the public hearing notice area required by other sections of the Zoning Ordinance;
  2. The head of any homeowners association or registered neighborhood within the public notice area required by the Zoning Ordinance; and
  3. Other interested parties who have requested that they be placed on an interested parties notification list maintained by the Community Development Department.
- F. These requirements apply in addition to any notice provisions required by the Zoning Ordinance, or by State statute.
- G. The applicant may submit a Citizen Participation Plan and begin implementation prior to formal application, but not until after the required pre-application conference and consultation with Community Development Department staff.
- H. The Citizen Participation Plan must be submitted no later than the specified deadline for the submittal of the application. Failure to submit a Plan in a timely manner may result in postponement of the public hearing, for this application.

### **Citizen Participation Report**

- A. Applicants shall provide a written report on the results of their citizen participation effort at least ten (10) days prior to the scheduled public hearing. This report will be attached to the staff report.
- B. At a minimum, the citizen participation report shall include the following information:
  1. Details of techniques the applicant used to involve the public, including:
    - a. Dates and locations of all meetings where citizens were invited to discuss the applicant's proposal;
    - b. Content, dates mailed, and numbers of mailings, including letters, meeting notices, newsletters and other publications; and
    - c. The number of people who participated in the process.
  2. A summary of concerns, issues and problems expressed during the process, including:
    - a. The substance of the concerns, issues and problems;
    - b. How the applicant has addressed or intends to address concerns, issues and problems expressed during the process;
    - c. Concerns, issues and problems the applicant is unwilling or unable to address and why.